

# FULBRIGHT ARCTIC INITIATIVE VISITING SCHOLAR APPLICATION INSTRUCTIONS

## 1. Learn requirements for submitting an application

Before you begin the online application you must contact the Fulbright Commission or Program Office in your country of application. You must consult the Fulbright Program Office to ensure you are eligible to apply. The Office will supply you with the Web link to the online application site. Consult the U.S. Department of State's Fulbright Web site for the appropriate office: <http://eca.state.gov/fulbright/about-fulbright/funding-and-administration/fulbright-commissions>

## 2. Record user ID and password in a safe place

The email address you use to register for the Fulbright Arctic Initiative Visiting Scholar application is your user ID. Be advised that you must complete your application registration within 24 hours of receiving the application notification message (your temporary password will expire after 24 hours). When you create your user account for the online application by completing the registration you also create your own password. Keep this information in a safe place. You may log in and out of the online application as frequently as you need to. While you cannot change your user ID for the application, if necessary, you can change your password by clicking on 'Update My Account' at the top of the application Home page.

Create your online account and access your online application here:  
<https://iie.embark.com/apply/visitingscholars>

## 3. Complete the online application

**Note:** It is recommended that you print out the application instructions to follow as you complete the application.

You do not need to complete the application in one session. You can re-enter the application any time and edit it. Please remember to save your work frequently. However, once you submit your application you can **no longer** make any changes to the application. If you find significant errors or omissions, immediately contact the appropriate Fulbright Program Office so your application can be released back to you for corrections.

## THE FULBRIGHT PROGRAM

The flagship international educational exchange program sponsored by the U.S. government, widely known as the Fulbright Program, is designed to increase mutual understanding between the people of the United States and those of other countries. With this goal as a starting point, the Fulbright Program has provided more than 370,000 participants—chosen for their leadership potential—with the opportunity to observe each other’s political, economic and cultural institutions, exchange ideas and embark on joint ventures of importance to the general welfare of the world’s inhabitants.

The Fulbright Program aims to provide educational exchange experiences to a maximum number of individuals not previously afforded such an opportunity. The experience should be of intrinsic value to the scholar, the recipient’s home institution, its faculty and its students, as well as to the U.S. host institution. Fulbright Scholars serve as cultural ambassadors and should be prepared to speak about their countries, cultures and research to academic and community groups.

The Fulbright Program was established in 1946 under legislation introduced by former Senator J. William Fulbright of Arkansas. The Fulbright Program is administered by the Bureau of Educational and Cultural Affairs of the United States Department of State.

The primary source of funding for the Fulbright Program is an annual appropriation made by the United States Congress to the Department of State. Participating governments and host institutions in foreign countries and in the United States also contribute financially through cost-sharing and indirect support, such as salary supplements, tuition waivers and university housing.

**The J. William Fulbright Foreign Scholarship Board (FFSB)**, composed of 12 educational and public leaders appointed by the President of the United States, formulates policy for the administration of the Program, establishes criteria for the selection of candidates and approves candidates nominated for awards.

**The United States Department of State, Bureau of Educational and Cultural Affairs**, develops policies to assure fulfillment of the purposes of the Program and administers it with the assistance of binational educational commissions and foundations in some 50 countries that have executive agreements with the United States for continuing exchange programs, United States embassies in 90 other countries and a number of cooperating agencies in the United States.

**Binational commissions and foundations** propose the annual program plan for exchanges, in consultation with participating universities and organizations in the host country. They also screen, interview, and recommend to the FSB qualified candidates for student and faculty grants under their exchange programs. In a country without a commission or foundation, the Public Affairs Section of the U.S. Embassy develops the program and supervises it locally.

**The Institute of International Education (IIE)**, under a cooperative agreement with the Department of State, administers the Fulbright Scholar Program for faculty and professionals. IIE has close working relationships with the major disciplinary bodies in the humanities, social sciences and natural sciences. During the terms of their grants in the United States, Fulbright lecturers and researchers are assisted by IIE.

**Institute of International Education (IIE)**

1400 K Street, NW, Suite 700, Washington, DC 20005

Web site: [www.iie.org](http://www.iie.org) • E-mail: [arctic@iie.org](mailto:arctic@iie.org)

# FULBRIGHT ARCTIC INITIATIVE AND GENERAL INFORMATION

## OVERVIEW

The Fulbright Arctic Initiative program will link faculty, applied researchers and public policy professionals across the Arctic region through international exchanges and seminars, allowing grantees to spend up to 18 months engaged in collaborative thinking, analysis, problem-solving and multi-disciplinary research in one of two research areas:

### 1. Resilient Communities

The Arctic is facing profound social, economic, and environmental change and communities are increasingly confronted with critical policy challenges related to issues of health and wellness, energy resource management, environmental protection, sustainability of the Arctic Ocean, infrastructure, indigenous rights, education, and regional governance. Further research is needed on ways to build social resilience in communities to adapt to changes across the Arctic. This research should focus on and ideally involve Arctic communities themselves and consider the application of indigenous knowledge to help inform policy at local to regional scales, as well as multi-disciplinary research to bring differing or complementary viewpoints.

Policy relevant research in this theme could address questions such as:

- What specific sustainability challenges do Arctic communities face in areas such as: subsistence activities; food and water security; availability of medical care and educational opportunities; and programs and resources for the continuity of their identities as indigenous peoples? What areas of research might best contribute to the most effective and socially equitable policies on these issues?
- How can health resources and systems best address community and individual wellness?
- How can traditional and indigenous knowledge be successfully integrated into community adaptation practices and strategies?
- How can communities evaluate and respond to potential relocation options in response to coastal erosion, permafrost thaw and other environmental challenges?

### 2. Sustainable Economies

The rapid changes in the Arctic Ocean system resulting from sea ice decline, changes in water conditions, and increasing shipping and energy production have significance for Arctic nations, global markets, and coastal communities. The economic impacts of environmental changes and globalization in the Arctic, together with the region's expanding connections to the global economy, require research to address how commercial opportunities can be supported and balanced with the need for sustained subsistence livelihoods in Arctic communities.

Policy relevant research in this theme could address questions such as:

- How can the development of energy resources, fisheries, shipping and telecommunication infrastructure, and increased local educational opportunities and support for indigenous scholarship promote the creation of more sustainable Arctic economies that meet community, regional, and national goals?
- How can advances in technology be put to use in the Arctic to strengthen observations and data-sharing, advance and adapt the Arctic built environment, better connect Arctic communities to the global economy, and transform Arctic infrastructure to improve human wellness and increase economic opportunities?

- How can oil, gas, and other natural resources be developed in the Arctic to the benefit of communities and their economic needs, while protecting the environment for other activities such as fisheries, ecotourism and biodiversity protections? How can investments in associated infrastructure needs for ports, pipelines, freshwater storage and treatment, and transportation be accomplished?

Fulbright Arctic Initiative Scholars will carry-out team-based research projects, integrating perspectives from a variety of sectors, to generate knowledge-based, policy-oriented solutions and implementation models at the national and regional levels, particularly as they relate to current challenges impacting the Arctic region.

## ELIGIBILITY

Approximately 12 outstanding scholars will be chosen for this program. At least four of the scholars will be selected from the United States and the remaining will come from Canada, Denmark, Finland, Iceland, Norway, Russia and Sweden.

Successful candidates will include scholars at all career stages, to include applied researchers, professionals, and indigenous and traditional knowledge experts active in the academic, public or private sectors that demonstrate outstanding qualifications and a record of experience and accomplishment in an area clearly related to one of the designated research themes. Applicants must be actively engaged in an area of inquiry relevant to the program's themes and objectives, be open to exploring and incorporating comparative, interdisciplinary approaches in their investigations, and interested in developing collaborative activities with other Fulbright Arctic Scholars.

Please see **ELIGIBILITY REQUIREMENTS FOR VISITING SCHOLAR APPLICANTS** for more detailed requirements.

## PROGRAM ACTIVITIES

Between spring 2018 and fall 2019, grantees will be expected to:

- Participate in two seminar meetings with the group-at-large (Spring 2018 and Winter 2019).
- Complete a research exchange visit to the United States with a minimum duration of six weeks, not to exceed three months.
- Maintain intellectual collaboration with fellow Fulbright Arctic Initiative Scholars in program thematic research areas utilizing an online platform for communication and document sharing.
- Participate in a final plenary seminar (Fall 2019) to share the results of collaborative research, and discuss the national and regional implications of findings, along with project implementation models.
- All Fulbright Arctic Initiative Scholars must participate in the first, mid-term, and final seminars. Duration and dates of award must be compatible with the Fulbright Arctic Initiative program.
- All activities will be conducted under the guidance and leadership of the two Distinguished Lead Scholars.
- **All research visits should be completed prior to September 2019.**

## NATURE OF GRANTS

Fulbright Arctic Initiative awards will include travel and research funding in the amount of USD \$40,000 (or equivalent in local currency). This allowance is intended to support travel to all program meetings, travel and maintenance for the exchange visit, research materials and assistance. Accommodations and meals for

program seminar meetings will be covered separately. Grants will also include limited accident and sickness benefits. Grants will support one exchange visit of a minimum of six weeks, not to exceed three months.

Fulbright Arctic Initiative Visiting Scholars will enter the U.S. on J-1 Exchange Visitor Visas issued under the sponsorship of the U.S. Department of State Exchange Visitor Program G-1-00005.

A grant may be revoked, terminated, or suspended. Grounds for revocation or termination include, but are not limited to: (1) violation of any law of the United States or the home country; (2) any act likely to give offense to the United States; (3) failure to observe satisfactory academic or professional standards; (4) physical or mental incapacitation; (5) engaging in any unauthorized income-producing activity; (6) failure to comply with the grant's terms and conditions; (7) material misrepresentation made by any grantee in the application form or grant document; (8) conduct which may have the effect of bringing the U.S. Department of State or the Fulbright Program into disrepute; and (9) violation of the policies of the J. William Fulbright Foreign Scholarship Board (FSB).

A grant may be suspended if (1) the grantee ceases to carry out the project or academic program during the grant period or (2) the grantee leaves the United States for more than two weeks without authorization of the Fulbright Commission/U.S. Embassy or supervising agency.

### ELIGIBILITY REQUIREMENTS FOR VISITING SCHOLAR APPLICANTS

You must possess **all** of the following qualifications in order to be eligible unless specific exemptions are stated by the Fulbright Commission or Public Affairs Section of the U.S. Embassy (hereafter called "Fulbright organization") in the country from which you are applying.

- **Citizenship or permanent resident status qualifying you to hold a valid passport issued in one of the following countries: Canada, Denmark, Finland, Iceland, Norway, Russia or Sweden.** Persons selected for a Fulbright grant will be required to submit a copy of their passport data page to the Fulbright organization. Persons applying for or holding permanent residence in the United States are not eligible. Persons who are citizens of both a partner country and the United States are also ineligible. Fulbright Scholars enter the United States on an Exchange Visitor (J-1) visa under a U.S. Department of State program and are subject to the two-year home-country residency requirement associated with the J-1 visa. **Note:** Scholars who have held J visas with sponsorship of more than six months are not eligible to reenter as J-1 researchers or lecturers for 12 months following the program sponsorship end date. In addition, scholars who have previously held a J visa in the professor or research scholar category are not eligible for sponsorship again in those two categories for a period of 24 months following the program sponsorship end date.
- A Ph.D. or equivalent professional/terminal degree is preferred. For professionals and practitioners outside academe, recognized professional standing and substantial professional accomplishments are required.
- Applicants should have particular expertise and relevant experience in one of the identified research areas and be willing to develop new collaborative research with other members of their thematic group.
- **A detailed project statement must be included.** Applicants should submit a detailed project statement that addresses the Fulbright Arctic Initiative collaborative research area selected. The applicant should address their ability to perform collaborative research in a multidisciplinary team-based setting and what they believe the public policy impact and practical significance of the selected project area is to the Arctic region.
- **Proficiency in English appropriate to the proposed research project to be carried out in the United**

**States.** You may be required to take an English proficiency examination.

- **Sound physical and mental health.** Those selected for a Fulbright Arctic Initiative grant are required to submit a Medical History and Examination Report before their grants can be finalized.

**In addition, you should note the following conditions affecting review and selection of candidates:**

- Applicants will be considered without regard to race, religion, sex, age, and/or physical impairment.
- Preference is given to those without recent experience in the United States.
- Applicants should be representative and responsible citizens who can contribute to a full and fair picture of the culture of their own countries and thereby contribute to understanding between the people of the United States and their country. They should also demonstrate the cross-cultural sensitivity and flexibility needed to adjust successfully to life in the United States.

### **APPLICATION AND REVIEW PROCESS**

- You must submit your application by the deadline set by the Fulbright organization in your country of application.
- Initial screening and endorsement of a scholar's application are done by the Fulbright organization in your country of application.
- The application is then forwarded to IIE and the U.S. Department of State by the Fulbright organization in your country of application. Final selection for all grants is made by the J. William Fulbright Foreign Scholarship Board.
- You will be notified by the Fulbright organization in your country of application if you are selected for the Fulbright Arctic Initiative program, based on the timeline set by that organization. Before a grant can be confirmed, a Medical History and Examination Report are required and will be reviewed by appropriate personnel.
- It is the policy of the J. William Fulbright Foreign Scholarship Board not to give to individual applicants, to others inquiring on their behalf, or to the public generally, the specific reasons for selection or non-selection of applicants for awards under the program, to the extent not required to do so as a matter of law.

### **ARRANGEMENTS FOR AFFILIATION WITH A U.S. HOST INSTITUTION**

All Fulbright Arctic Initiative participants are required to complete a research exchange visit of a minimum of six weeks, not to exceed three months. Fulbright Arctic Initiative Visiting Scholars should have a formal affiliation at a U.S. University or research institution, though it is not required at the time of application. In many cases, applicants are in contact with colleagues at U.S. institutions and have made preliminary plans for their own placements by securing a letter of invitation from the prospective host institution. However, if you are unable to make these preliminary contacts, you are strongly encouraged to identify three institutions that have appropriate facilities for the kind of project you wish to undertake and faculty members specializing in your research interests. Please indicate the rationale for your preferences.

When determining which institutions to include on your preferred list, do not limit yourself to only large research institutes and the most well-known U.S. universities. Consider listing other institutions such as community colleges, regional universities or Minority-Serving Institutions (which include Historically Black Colleges and Universities, Hispanic-Serving Institutions and Tribal Colleges and Universities). These institutions

are often engaged in many dynamic areas of research. Though many U.S. institutions may not have an international reputation, they often do have appropriate facilities for scholars to conduct research. Scholars placed in these smaller and less well-known institutions often are given greater attention than their colleagues who are affiliated with larger and more well-known universities.

If you have studied previously in the United States, you should avoid seeking affiliation at your U.S. alma mater/previous host institution. This is to ensure that you expand your contacts within the U.S. academic community.

The task of affiliation is substantially facilitated once you have a project that is clearly defined and well written, as prospective host institutions also want to be assured that you can conduct research in English.

## STEP ONE: PREPARING THE APPLICATION FORM

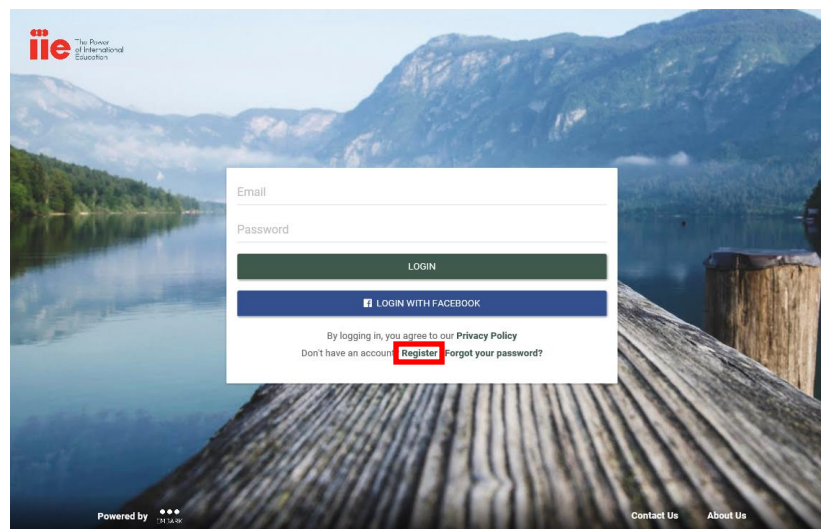
- **Planning ahead.** Advance planning will give you as much time as possible to put together a thoughtful and compelling application. Applicant review and final selection are based upon the actual application and accompanying materials. Your U.S. institutional affiliation will also be conducted based on the application and accompanying project statement.
- **Consulting with colleagues.** You are encouraged to consult with current or former Fulbright Scholars from your own country or the United States. Fulbright alumni and current participants can provide valuable guidance in formulating a competitive project statement.
- **At the time of application, you must submit the following:** application form; detailed project statement; curriculum vitae or resume; three reference letters, and a letter of invitation, if applicable.
- **Carefully read instructions.** The instructions provided in these guidelines are to ensure correct completion of the application.
- **All items must be in English.** Any items not in English, such as a letter of reference, must be accompanied by an English translation.
- **The entire application must be submitted online.** Use 10-point or larger font on all parts of the application.
- **You may not attach additional pages to answer application questions.** Responses to questions on the Fulbright Arctic Initiative Visiting Scholar application must adhere to established character limits.
- **The application should be free of grammatical and spelling errors.** Proofread the entire application before submitting it.
- **Treat the application as a unitary whole, with all parts reinforcing the project statement.** The flow should be orderly: your capabilities should be listed in the application, further documented in the curriculum vitae and confirmed in the references. Use the project statement to make the parts interact by referring to items in the curriculum vitae or research bibliography. Without being redundant or simplistic, you should make it easier for the reviewer to find the key pieces of information you wish to convey.

## STEP TWO: APPLICATION FORM

### Creating Your Embark Account

**New users:** Click *Register* and proceed through the steps to create a new account.

**Note:** Use an email address that you will retain for **at least one year** after submitting your application for your sign-in email address.





If you experience difficulties using the online application system, please consult the Embark help center: <http://embarksupport.zendesk.com/portal>. Questions about the application content should be sent to IIE at [arctic@iie.org](mailto:arctic@iie.org).

### **Preliminary Questions**

Please read the instructions carefully before completing each item.

#### **1. U.S. Permanent Residency or Citizenship**

- If you have or are applying for U.S. permanent residency or have U.S. citizenship, you are ineligible for the Fulbright Visiting Scholar Program.

#### **2. Home Country/Country Applying From**

- Country **from** which you are applying for a Fulbright Visiting Scholar Arctic Initiative grant. Verify citizenship requirements with the Fulbright Organization in your country of application.
- Applicants must have citizenship or permanent resident status qualifying you to hold a valid passport issued in one of the following countries: Canada, Denmark, Finland, Iceland, Norway, Russia or Sweden.

#### **3. Program**

- Select Fulbright Arctic Initiative.

#### **4. Category of Grant**

- Select Research.

**CLICK SAVE AND NEXT TO BEGIN THE APPLICATION.**

### **Application Form**

#### **1. Home Country/Country Applying from**

- This will auto-populate from the selection you made during your application registration.

#### **2. Program**

- This will auto-populate from the selection you made during your application registration.

#### **3. Category of Grant**

- This will auto-populate to Research. Fulbright Arctic Initiative grants are Research only.

#### **4. Title**

- Select the most appropriate title from the drop down menu.

#### **5. Surname/Family Name, First/Given Name, Middle Name**

- **Enter your name exactly as it appears on your passport.** This spelling will be used on all documents related to your grant and immigration paperwork.

#### **6. Gender**

- Select your gender from the drop down menu.

#### **7. Country of Citizenship**

- Select the country in which you hold primary citizenship from the drop-down menu. **Verify citizenship requirements with the Fulbright Organization in your country of application.**

## **8. Country of Permanent Residency**

- Select the country in which you permanently reside from the drop down menu.

## **9. U.S. Permanent Residence**

- This will auto-populate from the selection you made during your application registration and cannot be changed. Applicants who have U.S. permanent residency status or are seeking it are ineligible for the Fulbright Arctic Initiative Visiting Scholar program.

## **10. Date/City/Country of Birth**

- Enter the birth month, day and year following the format MM-DD-YYYY.
- Enter your city of birth in English.
- Select your country of birth from the drop down menu.

## **11. Marital Status**

- Select the appropriate value from the drop down menu.

## **12. U.S. Social Security Number**

- Enter your U.S. Social Security Number if previously obtained.

## **13. Current Position and Start Date, Department/Office, Institution**

- Select your current position title from the drop down menu. If you cannot find your position title, please select 'Other' from the drop down menu and type your title in the text box in English.
- Enter the month and year you started your current position.
- List the name of your institution, department or office, city, and institution address in English. Street, city, and country are required fields.
- If you are an independent scholar or currently unemployed, please click the 'Independent scholar/Unaffiliated' box and enter your residence address.

## **14. Academic Credentials**

- State the degree earned and its equivalency in English (Ph.D., Doctorate, Masters, etc.). Include only your highest terminal degree(s) here. You may include a maximum of three academic credentials.
- Enter the Institution name and city where you obtained the degree. Include the institution website.
- Select country, discipline, name of diploma/degree, date received from the drop down menus.
- Enter the month and year when the degree was received.

## **15. Significant Professional Accomplishments and Publications**

- Professional accomplishments may include teaching and research awards, compositions and exhibitions, etc.
- Do not write "See curriculum vitae." List accomplishments and publications as instructed below.
- List up to three principal publications with the title, publication date and publisher's name. (A complete listing of all publications should be included in your curriculum vitae.) Use the following format for bibliographic citation and distinguish between books and articles: for books, give title (underlined), publisher and date; for articles, give title (in quotation marks), journal or collection (underlined) and date.
- Limit and the number of publications to three within the space provided.
- 700-character limit, use Roman characters only.
- For space consideration, separate each item with a semicolon or number rather than beginning a new line; avoid using hard returns in your response.

## 16. Previous Fulbright Scholar Grant(s)

- If you have received any other Fulbright awards, click Yes to include this experience here. List the type and year of your grant starting with most recent. Please also see the Notes on Eligibility regarding previous Fulbright grants.

## 17. Project Area

- Please select the collaborative research area in which you would like to work. You must select one of the following two research areas:
  - Resilient Communities
  - Sustainable Economies

## 18. Rationale (Maximum 700 characters)

- In a few sentences, explain why you selected the research area above. You will provide a more complete description in your project statement.

## 19. Proposed Program Length and Dates

- Select the proposed length of research exchange visit (in months) from the drop down menu. Research exchange visits to the United States must be **a minimum of six weeks, not to exceed three months** in length.
- The Fulbright Arctic Initiative program will begin in spring 2018 and conclude in fall 2019. All Fulbright Arctic Initiative Scholars must participate in the first, mid and final seminars in addition to completing the research exchange visit in the United States.
- Duration and dates of award must be compatible with the Fulbright Arctic Initiative program.
- Enter the start and end dates of the research exchange period during which you intend to carry out your proposed program in the United States. It is recommended that you plan your program during the U.S. academic year (generally September through April), when your U.S. colleagues are more likely to be available.
- **All research visits must be completed prior to September 2019.**

## 20. Major Academic Discipline and Specialization(s)

- Using the dropdown list, select the appropriate field of study. This field must be selected for the specialization drop-down menu to appear.
- List subfields within the broad academic discipline in which you specialize (for example, environmental law, energy security, social entrepreneurship, etc.).
- You may type in other specializations if they do not appear in the drop-down menu. Applicants should have particular expertise in one of the Arctic Initiative research areas.

## 21. Professional Travel and/or Residence Abroad During the Last Five Years

- List the most relevant professional travel and/or residence abroad during the last five years. Select country from the drop down menu, then enter purpose of activity and length of travel/residence.
- Be sure to include residence in the United States during the last five years. If you entered the United States on a J visa, please indicate the J category (professor, research scholar, student, specialist, short-term scholar, etc.) and provide copies of your previous DS-2019, if available.

## 22. Professional Memberships

- List the four most relevant cultural, educational, and professional organizations that you belong. Indicate the organization name, your role, and length of time you have been in the role.

## 23. References

- Applicants must provide the names and contact information of three persons from whom they have requested a letter of reference.

- See “Reference” below for more detailed information.
- References must be completed in English.
- In addition to providing this information in item 25, applicants will need to either complete **STEP FOUR** of the application to request electronic recommendation letters, or they will need to upload their reference letters as PDF documents to the application.

#### 24. Self-Assessment of English Proficiency

- Indicate your personal assessment of your level of competence in English in reading, writing, and speaking.
- An English proficiency test may be conducted by the Fulbright organization representative if you are from a non-English-speaking country. The results of this test should be attached to the application by the Fulbright organization.

#### 25. Preferred Host Institution(s)

- If you have already made arrangements with a U.S. host institution, you must attach a copy of your letter of invitation to your application on **stage nine** of the application (**Letter of Invitation**). Non-academic affiliations, while sometimes possible, require additional review and approval is not always granted.
- If arrangements for an appointment or affiliation have not been confirmed, list any preferences you have in order of priority including detailed reasons for your choice (for example, prior acquaintance or correspondence with a U.S. scholar; relevance of the U.S. scholar’s work to your own research; reputation of the academic department or research center). Your preferences will be followed, although no assurance can be given regarding placement at the institutions you suggest.
- If you cannot find the name of your preferred institution in the search menu, search for and selection ‘Other Affiliation’ then type in the institution’s name in the text box provided.
- Invitations received after the cohort has been selected should be submitted to IIE as email attachments (Word or PDF formats preferred).
- **Note: An affiliation is NOT REQUIRED at the time of application.** IIE can also assist with affiliation arrangements. Consult with your local Fulbright organization to request such assistance as needed.

#### 26. Home Mailing Address

- Enter your Home mailing address.
- Select the country from the drop down menu.

#### 27. Emergency Contact Information

- Enter contact information in the case of an emergency.
- Select the country from the drop down menu.

#### 28. Alternate Funding

- Please list all non-Fulbright funding you expect to receive during your grant (sabbatical funding or other paid leave from your university, personal savings, etc.). Please list funding amounts in U.S. dollars and attach your supporting documentation/financial support statement in the document upload section.

#### 29. Survey Question

- Please mark the applicable check boxes to indicate how you learned about the Fulbright Arctic Initiative Visiting Scholar Program. If the option is not listed, mark Other and type in the text field.

#### 30. Survey Question

- Please select length of consideration from the drop down menu.

### 31. Survey Question

- Please select all application factors that apply from the drop down menu.

### **STEP THREE: UPLOAD ATTACHMENTS**

#### **Project Statement**

The project statement is the most important component of the Fulbright Arctic Initiative application. The project statement must be the equivalent of 3 to 5 pages, single spaced, in 12-point or larger font size.

The project statement should be submitted as a PDF attachment.

The project statement is your opportunity to explain your specific strengths as a candidate to reviewers and potential hosts. It must be persuasive and compelling. Below are some items to consider as you write. You may use headers and/or bullets to organize and convey key elements.

**Applicant should submit a project statement that addresses the Fulbright Arctic Initiative collaborative research area selected:**

- Resilient Communities
- Sustainable Economies

**All applicants should address:**

- Your ability to perform collaborative research in a multidisciplinary team-based setting.
- What you believe the public policy impact and practical significance of the selected research area is to the Arctic region.
- How your collaborative research in the selected area will advance understanding of regional development to improve quality of life in local communities across the Arctic region.
- How you would integrate public and/or youth outreach in the collaborative research agenda.
- How you will benefit from and contribute to the goals and objectives of the Arctic Initiative program.

**Project Statement should specifically describe:**

- The academic and professional context of the research area(s); include a bibliography (not exceeding 3 pages) referring to the leading works by others and the current state of the field.
- What teaching and professional experience prepared you for this type of program.
- Why the research needs to be done; what significance it holds for your discipline, your personal and professional development, and the region's benefit.
- How you would disseminate the results of your research.

**Previous Fulbright Scholar grantees should also address:**

- What accomplishments and contributions resulted from your earlier grant(s).
- How a second grant will build on your previous Fulbright experience.
- What you will accomplish with a second grant.

#### **Curriculum Vitae/Resume**

The application asks for similar information, but provides limited space for answers. In the curriculum vitae, you should expand upon these topics to present more completely your accomplishments.

- All applicants must include a tailored curriculum vitae or resume, with a detailed publications list.
- Cite publications fully, listing them chronologically from the most recent.
- Separate refereed from un-refereed publications.

- The maximum length of the CV is 6 pages.
- **Note:** Copies of diplomas are not required.

### Letter(s) of Invitation

A letter of invitation is not required at the time of application.

Once a host has been identified, write him/her directly. Include a copy of your curriculum vitae and a description of the activities you will want to pursue. If the contact agrees that there is a match between you and the host institution, you may request a letter of invitation from your contact.

**There are no specific requirements for invitation letters. The letter might include:**

- The activities for which you are being invited by the host.
- The period of time for which you are being invited.
- A description of the host's interest in the applicant's project and how it will benefit the host institution.

**Invitations submitted should follow these guidelines:**

- Attach the invitation letter in PDF format.
- Letters of invitation should be typed on institutional letterhead and signed. The letter should also contain the proposed academic year.
- If the letter is not in English, include an English translation of it along with the original.

### English Language Proficiency

- Please upload English Language Proficiency test and/or TOEFL scores here.

### Financial Support/Budget

- Any non-Fulbright funding you expect to receive during your grant (sabbatical funding or other paid leave from your university, personal savings, etc.) must be included in the application.
- Please attach supporting documentation as directed by the Fulbright agency in your country of application.

### J-1 or J-2 Visa (Form DS-2019)

- If you have previously entered the United States on a J-1 or J-2 visa, please provide copies of your previous DS-2019(s).

### Passport

- Please upload copies of your current passport.
- If your passport will expire during the duration of the Fulbright Arctic Initiative program, you will need to apply for a new passport.

### Bibliography

- Submit a bibliography relevant to your selected research area.

- It should reflect the current state of research on the proposed topic.
- The bibliography should not exceed 3 pages.

### **Additional Documentation/References**

**If you are not requesting that references be submitted electronically (STEP FOUR) with your application, you must upload your recommendation letters here as PDF files.**

- The applicant is responsible for notifying referees of their request for letters and for ensuring those letters are submitted to IIE by the deadline.
- Provide your referees with a copy of your project statement.
- Referees should keep an electronic copy of the letters they submit.
- Do not exceed the indicated number of references (3) required for the award.
- References should be from persons able to evaluate your professional work; the abilities you bring to your project; your ability to adapt; and the merits of the project.
- Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.
- References must be written in or translated into English.
- Reference letters should be submitted through the online application system. Consult the Fulbright organization in your country of application whether alternative means of submission are acceptable.
- If the applicant is a recent graduate of a doctoral or graduate degree, or early career applicant, one reference should be from the supervisor of the applicant's graduate program.

#### **Referees should address:**

- How long and in what capacity they have known the applicant.
- The applicant's credentials, potential and record of academic or professional accomplishments.
- Significance of proposal to the Arctic Initiative research areas and Arctic Initiative participating scholars.
- Importance of project to home country and its potential to contribute to Arctic regional and national development.
- Relevance of applicant's previous research, training, and experience to proposed project.

### **STEP FOUR: REFERENCES**

- If you would like your references to submit their recommendation letters electronically through the online application, you will need to complete STEP FOUR.
- Complete the registration for the referees you entered on page 2 of the application.
- The system will send all recommenders an email directly, asking them to register to the site and complete their recommendation. This process will happen as soon as you enter the contact information and save your application, and you do not need to submit the application for your recommenders to be notified. You will be able to check the status of your recommendations on your application.

#### **Step-by-Step Instructions to Register a Reference**

1. Please provide the Title, First Name, Last Name, and Email Address of the reference.
2. Select the type of reference from the drop down menu (Letter of reference or Language Proficiency

report).

3. To add a new reference, select the + icon. To remove a reference, select the trash can icon.
4. To register your recommenders, please select INVITE RECOMMENDERS.

Once you select INVITE RECOMMENDERS, a system-generated email will be sent to your recommenders with a link to their online recommendation form. It is best to check they have received this email. It will not come from IIE, but directly from the Embark system. Have your references check for an email from [noreply@embark.com](mailto:noreply@embark.com).

### Checking Letter of Reference Status

Once the referee is registered, you will be able to check the status of their progress.

### Status Definitions

- **Invited:** You have successfully registered the reference, but they have not logged into the reference letter site. If this status remains unchanged, check in with your reference to ensure they received the registration email.
- **Opened:** Your reference has logged into the reference letter site, but has not submitted a letter.
- **In Progress:** Your reference has started to submit a reference, but it has not been fully submitted.
- **Submitted:** Your reference has successfully submitted a reference letter.

### Resending Registration Emails

If your reference has not received the reference letter registration email or has misplaced it, you are able to resend that email at any time, even after you have submitted your application.

1. Log into your application and click Register References on the left hand column.
2. Next to the referee's name in the Resend column, click the mail icon.

### Deleting Referees

If one of your referees is unable to submit a letter, you can delete them from your list before they submit a letter. Once they have submitted a letter, you will need to contact IIE to have that letter removed.

1. Log into your application and click Register References on the left hand column.
2. Next to the referee's name in the Remove column, click the trash can icon.

If you are requesting electronic references, you will not need to upload any reference letters to page 14 of the application.

## **STEP FIVE: SIGNATURE**

- Please type your name and current date in this section. This is your official application signature. Your electronic signature attests to the accuracy of the information supplied in the application.

## **STEP SIX: REVIEW & SUBMIT APPLICATION**

- This page will display incomplete questions and required attachments. Click the Return to Page button to complete the required questions.
- Once all fields are complete, you may review your entire application here before submission.
- Once reviewed, click the Submit button to submit your completed application. When you successfully submit your application, the page will reload to indicate that your application was submitted. You will also receive an application receipt email message from [noreply@embark.com](mailto:noreply@embark.com).